

JEEVAN REKHA PARISHAD

PROCUREMENT POLICY



1. PURPOSE

The purpose of this procurement policy is to establish guidelines and procedures for the acquisition of goods and services necessary for the operation of Jeevan Rekha Parishad (JRP), while ensuring transparency, accountability, efficiency, and compliance with relevant laws and regulations.

2. POLICY STATEMENT

JRP is committed to conducting its procurement activities in a manner that promotes integrity, fairness, and value for money. The organization will strive to:

- Obtain goods and services of appropriate quality and quantity.
- Ensure competitive and transparent procurement processes.
- Foster the participation of qualified and diverse suppliers, including local vendors where feasible.
- Adhere to ethical and sustainable procurement practices.
- Comply with applicable laws, regulations, and donor requirements.

3. ROLES AND RESPONSIBILITIES

- The Secretary/Director is responsible for overseeing the implementation of this procurement policy and ensuring its alignment with the organization's objectives.
- The Procurement Committee, composed of designated personnel, shall be responsible for developing procurement plans, soliciting bids, evaluating proposals, and recommending award decisions.
- The Accounts Section shall manage budgetary allocations for procurement activities, maintain financial records, and ensure compliance with financial procedures.
- Program/Project Managers/Coordinators and Project Leads shall identify procurement needs, provide specifications, and collaborate with the Procurement Committee to facilitate timely and efficient procurement processes.

Consultants are professional experts hired by JRP on short term basis only for the completion of specific tasks and assignments related to JRP or one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/ monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part time employees of the organization.

For purchases under Rs. 10,000/-, a price survey by telephone of two suppliers will be sufficient for determining the supplier. For purchases above the Rs.10,000/-, a quotation/invoice shall be obtained from three local suppliers. Purchases from a sole source shall be explained in the purchase file. Employees making purchases as part of the project activity or organizational work shall follow this mechanism.

Requisition Form	The concerned employee or Project Manager or Project Coordinator requesting a purchase fills this form, has it approved by the Secretary/Director and sends it to accounts section.
Order Form	The accounts section issues the order form, after it is signed by the Secretary/Director. The concerned employee or the accounts section will make the purchase successful on the basis of the order form.
Delivery Slip	The accounts section issues the order form, after it is signed by the Secretary/Director. The concerned employee or the accounts section will make the purchase successful on the basis of the order form.

All materials (capital in nature) purchased shall have entry in the stock register. The issue register shall be maintained to reflect the reason for issuing such materials and the person received.

4. PROCUREMENT PROCEDURES AND RULES

- A procurement committee is formed at organization level.
- Apart from the authorized signatories, accounts manager, procurement staff, the procurement committee includes other people nominated by the organization.
- Based on experience, a member of procurement committee will perform as Convener.
- This procurement committee coordinator will be responsible for activities like organizing procurement committee meeting, monitor the procurement committee rules and regulations are being followed, maintaining procurement committee documents, submitting procurement committee documents to the Secretary/Director and availing approval, etc.
- The procurement committee meeting will be held once every month and it may conduct emergency meeting.
- The procurement committee meeting will be held at JRP's Head Office at 11.00 am.
- The procurement committee should conduct a meeting and discuss the rules and regulations, proposals and approve quotations and mention their decisions in the meeting proceedings book.
- All the documents pertaining to procurement and procurement committee should be maintained separately at the organization level.
- The procurement committee should maintain all the documents of every meeting in separate files and submit it before the accounts manager and the secretary/director for their approval, within 2 days.
- The members/staff concerned will be permitted to transact after availing the approval.
- The procurement committee and coordinator will change once in a year.
- Prior to initiating any procurement activity, a detailed procurement plan shall be developed, outlining the scope, timeline, budget, and evaluation criteria.

- Procurement methods, such as competitive bidding/tendering, requests for proposals (RFPs), or direct negotiations, shall be selected based on the nature and value of the goods or services.
- All procurement transactions shall be documented and authorized in accordance with established approval thresholds.
- The evaluation of bids or proposals shall be conducted objectively, considering factors such as price, quality, delivery time, and supplier qualifications.
- Contracts and purchase orders shall be formalized in writing, specifying terms and conditions, deliverables, payment schedules, and dispute resolution mechanisms.
- Suppliers shall be selected based on their ability to meet the organization's requirements and compliance with ethical, social, and environmental standards.

5. FORMATION OF PROCUREMENT COMMITTEE

1. JRP staff meeting was held on 22 October 2023. In the meeting proposal for the formation of "Procurement Committee" is forwarded and discussed about the same. To form five members committee, eligibilities of the members are listed out. Excluding Accounts Manager as payer, Programme/Project Coordinator, Advisory as purchase staff other staff members/coordinators have been appointed for committee as members. Also came to a decision, that the cheque signatory should not be the member of procurement committee. Finally members of procurement committee are selected as under and selected a convener.

Sl No	Name	Designation
1	Dr. Manoranjan Mishra, Director, JRP	Convener
2	Ms. Manasi Patnaik , Member-Finance, JRP	Member
3	Mr. Rajkishor Dash , Accounts Executive, JRP	Member
4	Mr. C.R.Pattnaik, Technical Advisor, JRP	Member
5	Concerned Programme/Project Manager/Coordinator	Member

6. PROCUREMENT COMMITTEE RULES AND REGULATIONS ARE FORMED SEPARATELY AND LISTED AS FOLLOWS;

- All the approved purchase bills of Donor/Funder Project of the year has to be listed and handed over to the organizer/accounts executive.
- Based on the purchases, at least 3 quotations have to be collected by the programme/project coordinator and has to be submitted with complete details about the purchases. Any purchases of Rs.10,000/- and above should have minimum 3 quotation.
- Comparative statement has to be prepared for the quotation collected.
- Any purchases related to development of JRP, Dr. Manoranjan Mishra will be away from the committee. In that case Ms. Anwasha Mishra, Programme Director will be the Convener of that meeting.
- Procurement committee will take decision after analyzing perfect quotation and correct price for the purchases.

6. COMPLIANCE AND MONITORING

- Compliance with this procurement policy shall be monitored through periodic reviews, audits, and evaluations to identify areas for improvement and ensure adherence to established procedures.
- Any deviations from this policy must be justified, documented, and approved by appropriate authorities.
- Non-compliance with this policy may result in disciplinary action, including termination of contracts or legal recourse, as deemed necessary.

7. REVIEW AND REVISION

This procurement policy shall be reviewed periodically to reflect changes in organizational needs, regulatory requirements, and industry best practices. Amendments or revisions shall be approved by the Board of Directors.

8. IMPLEMENTATION

All staff members and stakeholders are expected to familiarize themselves with this procurement policy and comply with its provisions. Training and guidance shall be provided as needed to ensure effective implementation.

Effective Date: 22th October, 2023

Signature of Secretary, JRP



JEEVAN REKHA PARISHAD (JRP)

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